



**VALU**  
VA LEARNING UNIVERSITY

**MyCareer@VA**

## MyCareer@VA's Career Development Process Quick Reference Guide

MyCareer@VA has created a four-phase career planning process to help employees easily understand the different phases of career development. This process is helpful for any employee whether they already have clear career goals and plans or if they are unsure where to get started and need direction to engage in career development.

### How to use the Career Planning Process

The actions associated with each phase serve as a guide and will help employees from one career development need, to the next, as well as through each phase.

As employees learn and grow, they may wish to go back to an already-explored phase to research new possibilities that they hadn't considered before. Or they may want to adjust their plan to reflect a change in priorities, as employees progress towards their career goals. This process is designed to guide audiences at any stage to help them make decisions about their career. Career planning is a continuous process so employees should start with the phase that is most relevant for them now.



The next page serves as a quick reference guide to help you better support employees as they work through the career development process. This quick reference guide offers questions suggested activities, and recommends specific interactive tools and resources for use in each phase of the process. By connecting employees to utilize the variety of online resources and tools available to them at MyCareer@VA, you can give employees the confidence to explore options and assess their skills and interests, so they can start paving their own career path.



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## ASSESS

During the **ASSESS** phase, it is important for employees to learn more about themselves, their interests, values, strengths, limitations, and (most importantly) their personal career goals.

Questions you could ask to facilitate this phase are:

- What are some of your passions on the job?
- What are strengths on the job?
- What are some of the specific challenges you face at work?
- What can help you achieve your career goals and what obstacles may stand in your way?

The **MY CAREER FIT TOOL** is useful in the Assess phase because it will help employees learn about their work interests and work environment preferences.

## EXPLORE

During the **EXPLORE** phase, employees are figuring out their options for achieving their personal career goals. This phase focuses on exploring possibilities at VA and the options available to move from where they are now to where they want to be.

Questions you could ask to facilitate this phase are:

- Are there specific training opportunities that would be beneficial for you to take?
- What specific areas are you passionate about and would you like to gain more experience in?

The **VA CAREER GUIDES** help employees facilitate a virtual tour of hundreds of job titles across 50 occupations nationwide, all within VA. Additionally, the **MY CAREER MAPPING TOOL** help employees explore different job options and career paths.

## PLAN

During the **PLAN** phase, employees are identifying concrete, actionable steps to achieve their goals. They are building a concrete plan to close the gap between where they are currently and where they want to go.

Questions you could ask to facilitate this phase are:

- What do you want to accomplish in the short-term (1-3 years)?
- What do you want to accomplish in the long-term (5-10 years)?
- What developmental experiences would help you reach these goals?
- Who in your workplace can help you reach these goals?

Guide employees through this phase helping them build an **INDIVIDUAL DEVELOPMENT PLAN**.

## TAKE ACTION

In the **TAKE ACTION** phase, employees have a better understanding of who they are, where they want to go, and how they are going to get there, the final step is to implement their plan.

In this phase, you could suggest that employees share their plan with someone they trust at VA, whether that is their supervisor, a colleague, mentor, or someone else. All of these people may have helpful insights during this development process.

Guide employees through this phase by recommending the following interactive MyCareer@VA tools: **MY FEDERAL RESUME BUILDER, JOB FINDER, & INTERVIEW STREAM**.